
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

For more information about the Department of Corrections visit:
<http://corrections.ky.gov>. To inquire information on job postings contact:
DOC.Recrut@ky.gov or (502) 564- 4636.

May 25, 2018

ADMINISTRATIVE SPECIALIST II—(Oldham County – Roederer Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I— (Oldham County – Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL SERGEANT THREE POSITIONS: — (Oldham County – Luther Luckett Correctional Complex) -Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. For 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONS RECREATION LEADER—(Oldham County – Roederer Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR II—(Oldham County – Luther Luckett Correctional Complex)—Grade 15—(\$3446.22 - \$4565.44) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

INTERNAL POLICY ANALYST I-(Franklin County-Division of Administrative Services)-Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

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INTERNAL POLICY ANALYST II – (Franklin County – Division of Administrative Services) - Grade 14 – (\$3133.00 – \$4150.30) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

MAINTENANCE BRANCH MANAGER—(Lyon County – Western Kentucky Correctional Complex)—Grade 15—(\$3446.22 - \$4565.44) MIN. REQUIREMENTS: High school graduate. Must have 5 years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in industrial arts, horticulture, mechanical engineering or a related field will substitute for the experience on a year for year basis. Experience in one of the above or related fields will substitute for the education on a year for year basis.

MAINTENANCE SUPERINTENDENT I— (Oldham County—Roederer Correctional Complex)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have four years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in one of the above or related fields will substitute for the experience on a year for year basis.

OFFENDER INFORMATION SPECIALIST I— SIX POSITIONS: (Franklin County – Central Office, Offender Information Services) Grade 11—(\$2354.04 - \$3118.28) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Franklin County – Central Office, Offender Information Services) Grade 8—(\$1768.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Carroll County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

.PROBATION AND PAROLE OFFICER- (Garrard County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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PROBATION AND PAROLE OFFICER- (Madison County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (McCracken County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2500)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

During the initial pre-employment interview, an applicant shall be advised, that if he has been convicted of a misdemeanor crime of domestic violence, a felony or trafficking in narcotics, dangerous drugs or controlled substances, he shall not be considered for employment with Corrections in the following positions:

1. Probation and Parole Officer;
2. Classification and Treatment Officer;
3. Correctional Officer; and
4. A position that requires the carrying of a firearm or transportation of an inmate.

PER THE PERSONNEL CABINET

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To receive more information about including how to apply for jobs, please visit <http://Careers.KY.GOV> for questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information.

BE A GOOD CO-WORKER.

REPORT HARASSMENT



**DON'T BE AFRAID TO SPEAK UP.
DON'T BE AFRAID TO REPORT.
DON'T LET IT CONTINUE.**

Don't know what to do next?

You can report to your supervisor, your EEO Coordinator, or the Division of Personnel.

KYDOC Division of Personnel



DOC.EEOComplaints@ky.gov



(502) 564-4636

Reference: CPP 3.4 EEO Complaint Procedure. CPP 3.5 Sexual Harassment & Anti-Harassment